

DEPARTMENT OF WORKFORCE SERVICES (DWS)

FAMILY, FRIEND AND NEIGHBOR (FFN)

APPROVED PROVIDER REQUIREMENTS



*This booklet and the inserts can also be found online at
jobs.utah.gov/occ/policy/ffn.pdf*



Utah Office of Child Care

A Division of the Utah Department of
Workforce Services

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PARENTS!

This booklet is being sent to child care providers and a copy is being sent to you for informational purposes only. The documents below are available online at jobs.utah.gov/occ/policy/ffn.pdf. (They are not included in your booklet.)

Other Documents:

- Infant and Child CPR Class Information **(Document 2)**
- DWS FFN Child Care Provider Approval Application **(Document 3)**
- Care About ChildCare Reimbursement Form **(Document 4)**
- Requirements **(Document 5)**



Utah Office of Child Care

A Division of the Utah Department of
Workforce Services

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling (801) 526-9240. Individuals with speech and/or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

Introduction

Dear Child Care Provider,

There are some very **important changes** coming in the near future. This booklet is designed to outline those changes and **guide you** through the process.

Beginning on **October 1, 2014** all license-exempt providers will need to register with the Department of Health, Child Care Licensing (CCL) as a **DWS Family, Friend and Neighbor (FFN) Approved Provider** before DWS subsidy payments can be authorized.

If you are currently being paid as a license-exempt provider, you will no longer be eligible to receive payment from DWS if the requirements are not completed by the due dates given. Please refer to the checklist on the following page for the new requirements.





| | DWS FFN Approved Provider Checklist | Current Providers |
|---|---|-------------------|
| ✓ | Items to complete | Due Date |
| | 1. Complete and submit the initial DWS FFN Child Care Provider Approval Application (Document 3 insert). | May 13, 2014 |
| | 2. Complete and submit verification of a current Red Cross, American Heart or equivalent first aid certification . Choose either a class (Document 1 pgs. 8–9, Document 4) or an online option if it provides a certificate of completion. | May 13, 2014 |
| | 3. Complete and submit verification of a current Red Cross, American Heart or equivalent infant and child CPR course with hands-on testing (Document 1 pgs. 8–9, Documents 2 and 4). | May 13, 2014 |
| | 4. Read the New Provider Orientation and submit a copy of the test. You must score at least 90% on the test (re-take if necessary). This packet will be mailed to you AFTER you have submitted items 1, 2 and 3 above. It is NOT included in this packet. Or, you can complete the orientation online at health.utah.gov/licensing. | August 20, 2014 |
| | 5. Complete and submit a copy of the fire inspection of the home where child care is provided. Contact your local fire authority (http://www.50states.com/utah/fire_departments.htm) for requirements. | August 20, 2014 |
| | 6. Pass an on-site inspection by a Department of Health Licensing Specialist of the home where care is provided. This includes complying with child ratio requirements (see page 6) and complying with all requirements (Document 5 insert). You will be contacted by a specialist to schedule the inspection after you complete steps 1–4. | August 20, 2014 |

NOTE: Providers are responsible for all costs of first aid and CPR classes and fire inspection. Parents must also meet eligibility requirements and comply with eligibility due dates for DWS child care subsidy payments.

You can also find this information at

jobs.utah.gov/occ/policy/ffn.pdf

| | DWS FFN Approved Provider Checklist | |
|---|---|-----------------|
| ✓ | Helpful Notes: (make a note of the date each item was completed, when it was submitted, and any other details.) | Due Date |
| | 1. | May 13, 2014 |
| | 2. | May 13, 2014 |
| | 3. | May 13, 2014 |
| | 4. | August 20, 2014 |
| | 5. | August 20, 2014 |
| | 6. | August 20, 2014 |



Number of Children in Care: Utah State Law requires a license or residential certificate when caring for more than four unrelated children in your home. Information for obtaining a child care license or certificate can be found at health.utah.gov/licensing.

| Number of Children in Care for DWS FFN Approved Providers | | | |
|--|--|---|--|
| Where is the child care provided? | Are all the children in care related to you? | Are all the children in care siblings? | Number of children you can have in care: |
| Your home | Yes | Yes | There is no limit to the number of children. |
| | Yes | No | No more than 4 children in care with no more than 3 under the age of 2.* |
| | No | Yes | No more than 4 children in care with no more than 3 under the age of 2.* |
| | No | No | No more than 4 children in care with no more than 3 under the age of 2.* |
| Child(ren)'s home | Yes | Yes | No limit to the number of children in care. |
| | No | Yes | No limit to the number of children in care. |
| | Yes | No | No more than 4 children in care with no more than 3 under the age of 2.* |
| | No | No | No more than 4 children in care with no more than 3 under the age of 2.* |

**When determining the number of children in care, your related children who are less than 4 years old and are in the home when care is provided are counted as children in care.*

SUBMIT YOUR VERIFICATIONS:

Email: donnathomas@utah.gov

Fax: 801-237-0749

Mail:

Child Care Licensing—Family, Friend & Neighbor
PO Box 142000 • SLC, UT 84114-2000

Providers, if you have questions:

- **Approval process:** Donna Thomas 801-584-8280 or toll free at 800-883-9375.
- **Subsidy payments,** email occ@utah.gov or call the DWS Provider Assistance Line 866-435-7414, option 5 and then option 1.

Coming Soon...

Be advised that the DWS Child Care Payment Process will change this year. DWS is changing from a payment-to-parent system to a payment-to-provider system. When this change occurs, child care payments will be directly deposited into the provider's checking or savings account instead of the current two-party check process. Direct deposit will be your only option. A Form 1099 will be issued to you each year for tax purposes. More information and specific instructions on how to get paid coming soon.

First Aid and CPR Certification Courses

To be an approved DWS FFN Child Care Provider you must complete and submit verification of a current Red Cross, American Heart or equivalent **first aid certification course**. Choose either a class or an online option if it provides a certificate of completion.

You must also complete submit verification of a current Red Cross, American Heart or equivalent **infant and child CPR course with hands-on testing**.

Following is contact information for classes from the American Heart Association, the American Red Cross and a few equivalent sources.

STATEWIDE

American Heart Association800-242-8721

American Red Cross (<http://utahredcross.org>)

- Cache County Office.....435-752-1125
- Greater Salt Lake Area Chapter801-323-7000
- Mountain Valley Chapter801-373-8580
- Northern Utah Chapter801-627-0000
- St. George Satellite Office435-674-4440

American Safety and Health
Institute (ASHI)800-246-5101

American Trauma Event Mgmt.888-767-0050

Brigham City Ambulance (Mike Setzer). 435-730-0786

Emergency Care and Safety Institute...435-257-9785

EMS Safety Services800-275-9555

JETS, Jason Underwood.....801-362-3716

Jill Wallace, CPR Center.....801-352-7353

Medic First Aid800-447-3177

National Safety Council
(Steve Thorlakson, Spanish)800-933-5943
or801-201-0699

Save-A-Heart801-582-7114

U.S. Training Council (Dave Probert)801-589-8290

Utah Emergency Medica Training
Council801-562-2663

Heartsaver..... 877-970-9009

Heartsaver First Aid Card Codes

- A = Adult First Aid
- B = Environmental Emergencies
- C = Adult/Child CPR with Mask
- D = Adult/Child AED
- E = Infant CPR with Mask

Heartsaver AED Card Codes

- A = Adult/Child CPR & Choking
- B = Adult/Child AED
- C = Infant CPR & Choking

Heartsaver CPR Card Codes

- A = Adult/Child CPR & Choking
- B = Infant CPR and Choking
- C = Adult/Child CPR with Mask
- D = Infant CPR with Mask

BEAVER COUNTY

Milford Valley Hospital 435-387-2411 Ext. 4

BOX ELDER COUNTY

Bear River Valley Hospital 435-207-4500

Brandon Woods 385-244-0003

Brigham Hospital 435-734-4130

CACHE COUNTY

Bridgerland Applied Technology 435-753-6780

Logan Regional Hospital 435-716-5310

Smithfield Fire Department .. 435-563-3056 Ext. 160

CARBON COUNTY

Carbon County Recreation 435-637-5092

Castlevew Hospital 435-637-4800

DAGGETT COUNTY

Gold Cross 435-789-6907

DAVIS COUNTY

Bountiful City Fire Dept. 801-298-6230

Brandon Woods 801-920-5548

Davis Hospital and Medical Center 801-807-7096

Lakeview Hospital 801-299-4614

No. Davis Fire – Chris Tremea 801-540-7094

DUCHESNE COUNTY

Uintah Basin ATC 435-722-4523

Uintah Basin Medical Ctr. 435-722-4691 Ext. 6125

GARFIELD COUNTY

Garfield Memorial Hospital 435-676-8811

GRAND COUNTY

Grand County Training Center 435-259-4127

IRON COUNTY

Valley View Medical Center 435-868-5496

JUAB COUNTY

Central Valley Medical Center 435-623-3000

MILLARD COUNTY

Brandon Woods 801-920-5548

SALT LAKE COUNTY

Advanced CPR Training Center 801-205-6397

An Act of Caring 801-598-8370

Cintas First Aid and Safety SLC 801-975-1167

Community Response Training Center... 801-599-6403

D&R First Aid and CPR 801-967-8292

Gold Cross Ambulance 801-975-4335

IHC Central Region Hospitals (CPR only) 801-408-1930

PAR/UOP – Bld SLC (groups only) 602-510-3292

Pioneer Valley Hospital Training Ctr. 801-964-3733

Primary Children's Medical Center 801-662-3517

Salt Lake City Fire Training Center 801-910-6752

Sandy City Fire Department 801-568-2940

Shriners Hospital for Children 801-536-3515

United Fire Authority Training Center 801-743-7200

UT Emergency Medical Training Council .. 801-562-2663

U.S. Training Council 385-202-5753

SAN JUAN

Linda Larson 435-587-3225 Ext. 4121

SAN PETE

Gunnison Valley Fire Dept. 435-813-2572

SEVIER COUNTY

Diane Barney 435-896-5103

SUMMIT COUNTY

Park City Fire Service – Tracy 435-649-6706 Ext. 2

UINTAH COUNTY

Gold Cross – Scott Adams 435-789-6908

Uintah Basin Medical Ctr. 435-722-4681 Ext. 6125

UTAH COUNTY

American Red Cross 801-323-7000

Cheryl Stoner 801-789-3461

Provo City Fire Dept. (CPR only) 801-852-6332

Steve Thorlakson 801-201-0699

Timpanogos Medical Ctr. (CPR only) 801-714-6022

Utah County IHC Hospitals 801-357-7176

WASATCH COUNTY

Wasatch County Health Dept. 435-654-2700

WASHINGTON COUNTY

Dixie Ambulance 435-628-4303 Ext. 6

Dixie ATC Training Center 435-674-8641

ES12001 Training Center 630-738-0694

Gunnison Valley Hospital 435-528-2156

Shar and Greg Tobler 435-680-4667

WAYNE COUNTY

Wayne County Health Department 435-836-1316

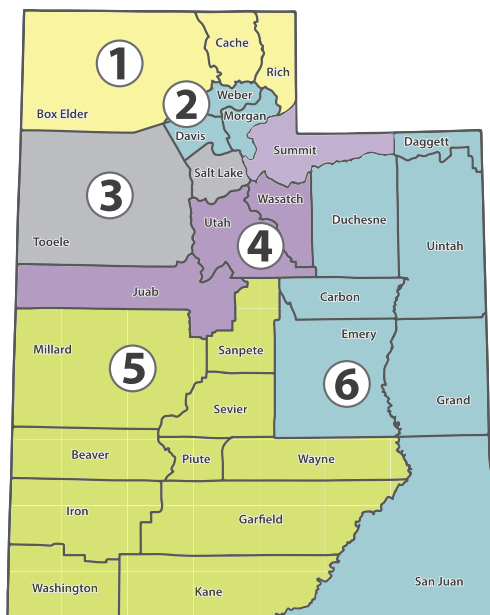
WEBER COUNTY

Brandon Woods 801-920-5548

McKay Dee Hospital 801-387-7800

Care About Childcare Agencies

Care About Childcare (CAC) promotes quality childcare and helps parents locate licensed providers in their area. These agencies support childcare programs and provide free resources to parents seeking quality child care.



1. CARE ABOUT CHILDCARE: UTAH STATE UNIVERSITY (USU)

Phone: 435-797-1552 or
1-800-670-1552
Email: childcare.help@usu.edu
www.usuchild.usu.edu

2. CARE ABOUT CHILDCARE: WEBER STATE UNIVERSITY

Phone: 801-626-7837 or
1-888-970-0101
Email: bmontgomery@weber.edu
www.weber.edu/ccrr

3. CARE ABOUT CHILDCARE: CHILDREN'S SERVICE SOCIETY

Phone: 801-355-4847 or
1-866-438-4847
Email: sarah@cssutah.org
www.cssutah.org

4. CARE ABOUT CHILDCARE: UTAH VALLEY UNIVERSITY

Phone: 801-863-8589 or
1-800-952-8220
Email: childcare@uvu.edu
www.uvu.edu/cac

5. CARE ABOUT CHILDCARE: FIVE COUNTY ASSOCIATION OF GOVERNMENTS

Phone: 1-800-543-7527
Email: webmaster@childcarehelp.org
www.childcarehelp.org

6. CARE ABOUT CHILDCARE: USU, EASTERN

Phone: 1-435-613-5619 or
1-888-637-4786
Email: cac.eastern@usu.edu
www.eastern.usu.edu/childcare

CAC Resources:

- A lending library with books and toys that children love
- Resource nights designed to assist you with creating a quality child care environment
- Child care training opportunities on topics such as health and safety and child development
- If you'd like, we can also help you understand the benefits of becoming fully licensed and assist you with the start-up costs of creating your own 'stay at home' family child care business.

Find a quality provider near you at
careaboutchildcare.utah.gov



Department of Workforce Services
Office of Child Care
140 E. 300 S. • SLC, UT 84111



Utah Office of Child Care



PRSRT STD
US Postage
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SLC, UT
Permit # 4621

Document 2

Utah Early Childhood Conference

Infant & Child CPR Class

*Offered for the Department of Workforce Services (DWS)
Family, Friend and Neighbor (FFN) Approved Providers only.
This class will satisfy your CPR requirement.*

**Fee is \$50.00—Seating is limited;
please register early**

Keynote Speaker:
Dr. Jean Feldman

Lunch and
keynote
speaker is
included.

Saturday

March 22, 2014
9:00 a.m. – 4:00 p.m.

Weber State University
3848 Harrison Blvd.
Elizabeth Hall Room 118 • Ogden, Utah



Register online

<http://conta.cc/1ffz896>

Use the promo code: UAEYC

uaeyc

Utah Association for the Education
of Young Children



Utah Office of Child Care
A Division of the Utah Department of
Workforce Services

Workforce Services • jobs.utah.gov



Document 3

Utah Department of Health, Child Care Licensing FOR DWS LICENSE-EXEMPT PROVIDERS

Application for an INITIAL Department of Workforce Services Family, Friend & Neighbor (DWS FFN) Child Care Provider Approval

All areas must be completed or the form will be returned

SECTION A: PROVIDER INFORMATION

Legal Name: _____

Home Street Address: _____ City and Zip Code: _____

Mailing Address: _____ City and Zip Code: _____

Phone #: (____) _____ email address _____

Primary Language, if other than English: _____

Interpreter's Name and Phone #: _____

SECTION B: DWS CUSTOMER (PARENT) INFORMATION

Name: _____ Case Number: _____ Total Number of Children in Care _____

Name: _____ Case Number: _____ Total Number of Children in Care _____

SECTION C: CHILD CARE LOCATION (check one): Approval will be given for a maximum of two locations. A separate application is required for each location.

☐ My home ☐ Child(ren)'s home

Street Address: _____ City and Zip Code: _____

You cannot live in the same home as the child(ren) in care or in the same home as the parents of the child(ren) in care unless a child in care has special needs.

☐ Check here if you live in the same home as the child(ren) in care because a child in care has special needs.

Any other exceptions that have been approved will expire September 30, 2014.

You cannot be a sibling of the child(ren) in care who lives in the same home as the child(ren) in care.

SECTION D: WHEN DO YOU PROVIDE CHILD CARE? (check days and specify hours):

☐ Mondays _____ (start time) _____ (end time)

☐ Tuesdays _____ (start time) _____ (end time)

☐ Wednesdays _____ (start time) _____ (end time)

☐ Thursdays _____ (start time) _____ (end time)

☐ Fridays _____ (start time) _____ (end time)

☐ Saturdays _____ (start time) _____ (end time)

☐ Sundays _____ (start time) _____ (end time)

Please notify your Licensing Specialist if these hours change.

SECTION E: ADDITIONAL REQUIREMENTS FOR APPROVAL

In addition to submitting this completed application you must also:

Phase 1 -

- Submit a copy of your current Red Cross, American Heart, or equivalent First Aid certification.
- Submit a copy of your current Red Cross, American Heart, or equivalent Infant and Child CPR certification from a course that included hands-on testing.

Phase 2 -

- Submit your completed New Provider Orientation test (you will receive this after completing Phase 1).
- Submit a copy of a current fire clearance for the home where care is provided. (Contact your local fire authority for this.)
- Have an on-site inspection of the home where care is provided and be in compliance with all child care policy at this inspection and/or a follow-up inspection. (A Licensing Specialist will contact you to schedule this.)

SECTION F: CERTIFICATION OF UNDERSTANDING

I hereby certify that I understand the following: This document serves as the formal request to be approved as a DWS FFN (Department of Workforce Services Family, Friend, & Neighbor) Child Care Provider. The information on this application is true and correct to the best of my knowledge. A misrepresentation or omission of facts or not reporting household members may result in the denial of my application and disqualification. Being an approved DWS FFN Child Care Provider is not a guarantee of payment from DWS. If it is determined that I am not an eligible child care provider and received payments I was not entitled to, I may be subject to criminal prosecution and repayment to DWS. I further understand that, once approved as a child care provider, authorized Department of Health staff with proper identification may, for the purpose of determining compliance with child care policy, enter and inspect any part of the home, property, and premises where child care is being provided at any time children are in care; review child care documents; and interview children and/or adults as necessary.

☐ You must check the box to certify your understanding and agreement of the above conditions.

Signature

Date

Submit the application and required documentation to:
Utah Department of Health, Child Care Licensing — Family, Friend, & Neighbor

Mailing Address:
PO Box 142000
Salt Lake City, UT 84114-2000

Fax Number:
801-237-0749

E-mail Address
donnathomas@utah.gov

Document 4

Until June 1, 2014, Care About Childcare can help offset the costs of your First Aid and CPR training. We can reimburse half of the cost of your First Aid and/or CPR training up to a maximum of \$50. For example, if your First Aid and CPR training costs total \$70, your local CAC agency can reimburse you \$35.

Steps to Receive First Aid and CPR Reimbursement

1. Complete a Red Cross, American Heart, or equivalent First Aid course. Retain a copy of your First Aid certification and your receipts.
2. Complete a Red Cross, American Heart, or equivalent Infant and Child CPR course with hands-on testing. Retain a copy of your Infant and Child CPR certification and your receipts.
3. Submit the First Aid/CPR reimbursement application on the reverse side, your receipts, and copy of your CPR & First Aid certifications no later than June 1, 2014, to your local CAC agency.

Please feel free to call your local CAC agency for any questions you may have, you can find us at www.careaboutchildcare.utah.gov.



Care About Childcare (Child Care Resource and Referral Agencies)

FY 14 – January 2014

First Aid and CPR Reimbursement Application

Providers Name: _____

Provider's Address: Street Number _____

City _____ County _____ State _____ Zip Code _____

Provider's SSN# or Tax ID#: _____

Provider's Phone Number: _____ Application Date _____

Application requirements, please check all that you have completed:

- ☐ I'm submitting this application to my local Care About Childcare agency (CAC) no later than **June 1st, 2014**.
- ☐ I've completed a Red Cross, American Heart, or equivalent First Aid course. I've included a **copy** of my current First Aid certification with this application. *Retain your original certificate, submit copies only.*
- ☐ I've completed a Red Cross, American Heart, or equivalent Infant and Child CPR course with hands-on testing. I've included a **copy** of my current Infant and Child CPR certification with this application. *Retain your original certificate, submit copies only.*
- ☐ I've included a **copy** of my receipts for the First Aid and CPR courses that I've completed. *Retain your original receipts, submit copies only.*

| Allowable Expense | Dollar Amount on Receipt | Receipt Enclosed (Receipts must be enclosed or you cannot be reimbursed.) |
|---|--------------------------|---|
| A. First Aid training | \$ _____ | _____ Yes _____ No |
| B. CPR training | \$ _____ | _____ Yes _____ No |
| Total Amount of Reimbursement You are Requesting | \$ _____ | *Reimbursement is for half of the cost of your First Aid/CPR training, up to \$50 dollars. Please retain your original receipts. |

I desire to become a DWS FFN approved provider. I verify that the information I have given on this application is true and correct to the best of my knowledge. I verify that the information I have given on this application is true and correct to the best of my knowledge.

Signature: _____ Date ____/____/____

Please submit this reimbursement application, copies of receipts and copies of CPR & First Aid certifications no later than June 1st 2014 to your local CAC agency.

Do not write below this line. For CAC use only.

Date check was issued: ____/____/____ Check Amount: \$ _____ **Include a copy of receipts in file**

Date information was entered into the FFN database: ____/____/____

CAC Staff Signature: _____ Date: _____

Document 5

DEPARTMENT OF WORKFORCE SERVICES FAMILY FRIEND & NEIGHBOR (DWS FFN) CHILD CARE PROVIDER REQUIREMENTS • POLICY EFFECTIVE OCTOBER 1, 2014



See timeline for specific requirements with due dates prior to October 1, 2014.

Approval

- 1) To receive an initial DWS FFN Child Care Provider approval individuals must do all of the following:
 - a) Complete and submit the following to the Utah Department of Health Child Care Licensing Program:
 - i) Initial DWS FFN Child Care Provider Approval application;
 - ii) a copy of a current Red Cross, American Heart, or equivalent First Aid certification; and
 - iii) a copy of a current Red Cross, American Heart, or equivalent infant and child CPR certification from a course that included hands-on testing.
 - b) Upon completion of items 1a., complete and submit the following to the Utah Department of Health Child Care Licensing Program:
 - i) Read the New Provider Orientation training packet and complete the New Provider Orientation test with a score of 90% or better. The test can be re-taken until a score of 90% or better is received;
 - ii) a copy of a fire clearance from the State Fire Marshall or the designated local fire authority.
 - c) Have an on-site inspection by the Utah Department of Health Child Care Licensing Program and be in compliance with child care policy.
 - d) Complete and submit Initial Background Screening Authorization and Release forms for all Covered Individuals for background checks to be administered;
 - e) Complete and submit fingerprints and fingerprint processing fees for all Covered Individuals 18-years-old and older who have not lived continuously in Utah for the past 5 years;
 - f) Follow all child care provider regulations.
- 2) An Initial DWS FFN Child Care Provider Approval application will be denied when:
 - a) All Covered Individuals do not have approved background screenings;
 - b) The applicant does not submit all required documentation within 60 calendar days of the receipt of the application;
 - c) The applicant does not score at least 90% on the New Provider Orientation test; and/or
 - d) The applicant is not compliance with all child care policy within 60 calendar days of the receipt of the application.
- 3) To maintain a DWS FFN Child Care Provider approval the provider must follow all child care regulations.
- 4) To renew a DWS FFN Child Care Provider approval the provider must do all of the following:
 - a) At least calendar 30 days before the expiration date of the current approval, submit to the Utah Department of Health Child Care Child Care Licensing Program:
 - i) a complete Renewal of a DWS FFN Child Care Provider Approval application; and
 - ii) a complete Renewal Background Screening Authorization and Release form.
 - b) Be in compliance with all child care policy.
- 5) A DWS FFN Child Care Provider Approval application will be denied when:
 - a) The provider does not submit a complete Renewal of a DWS FFN Child Care Provider Approval application and a complete Renewal Background Screening Authorization and Release form at least 30 calendar days before the expiration date of the current approval;
 - b) All Covered Individuals do not have approved renewal background screenings; and/or
 - c) The provider is not in compliance with all child care policy.
- 6) DWS FFN Child Care Provider approvals are good for one year.
- 7) DWS FFN Child Care Provider approvals are for the provider and the location and are not assignable or transferable. An application for an Initial DWS FFN Child Care Provider approval is required for a different provider and for a different location.
- 8) DWS FFN Child Care Provider approvals will only be given for child care in the home of the provider or in the home of the child(ren) in care.

Inspections

- 1) Before initial approval, applicants will have a scheduled on-site inspection to assess compliance with child care policy. When non-compliance to any child care policy is found during this inspection, applicants will be given a date to come into compliance with the child care policy and have a scheduled follow-up inspection after that date to assess compliance. When non-compliance to any child care policy is found during the follow-up inspection, the application for approval will be denied.
- 2) During the approval year, providers will have an unannounced inspection to assess compliance with child care policy. When non-compliance to any child care policy is found during this inspection, providers will be given a date to come into compliance with the child care policy and have an unannounced follow-up inspection after that date to assess compliance. When non-compliance to any child care policy is found during the follow-up inspection, approval will be rescinded.
- 3) Before the expiration date of the approval, providers will have an announced inspection to assess compliance with child care policy. When non-compliance to any child care policy is found during this inspection, providers will be given a date to come into compliance with the child care policy and have an unannounced follow-up inspection after that date to assess compliance. When non-compliance to any child care policy is found during the follow-up inspection, the application for renewal will be denied.
- 4) When there are concerns with compliance, providers will have an unannounced inspection to assess compliance with child care policy. When non-compliance to any child care policy is found during this inspection, providers will be given a date to come into compliance with the child care policy and have an unannounced follow-up inspection after that date to assess compliance. When non-compliance to any child care policy is found during the follow-up inspection, approval will be rescinded.
- 5) When providers are not home and/or there are no children of DWS customers in care when Licensing Specialists arrive for unannounced inspections, the Licensing Specialist will see if the provider's child care schedule changed and document any changes. When Licensing Specialists determine providers are no longer caring for children of DWS customers they will remove those customers from the providers' approval.

Child Care Policy

1) Providers

- a) Providers must:
 - i) be at least 18-years-old; and
 - ii) have knowledge of and comply with all applicable federal, state, and local laws and rules.
- b) Providers cannot live in the same home as the children in care or in the same home as the parents of the children in care unless a child in care has special needs.
- c) Providers cannot be siblings of children in care who live in the same home as the children in care.
- d) In an unforeseen emergency and for up to 24 hours, the provider may use an emergency provider for the children in care. The emergency provider must be at least 18-years-old and cannot have a felony or misdemeanor conviction or a substantiated case of abuse or neglect.

2) Covered Individuals

- a) All Covered Individuals in the home where care is provided must have approved background screenings. Background screenings will not be approved when individuals have any of the following:
 - i) any felony conviction
 - ii) any Class A misdemeanor conviction within the last 10 years
 - iii) certain Class A misdemeanor convictions older than 10 years
 - iv) certain Class B and Class C misdemeanor convictions such as:
 - (1) public assistance or unemployment fraud
 - (2) offenses against the family
 - (3) offenses against a person
 - (4) pornography
 - (5) prostitution or any type of sexual offense
 - (6) simple assault
 - (7) domestic violence
 - (8) lewdness
 - (9) child abuse
 - (10) contribution to the delinquency of a minor
 - v) any supported finding of child abuse or neglect as determined by DCFS
 - vi) a pending indictment, a plea of no contest to, a plea in abeyance, or a diversion agreement to any charges whose conviction would result in a denial
 - vii) a juvenile record comparable to anything that would result in denial if on an adult record
- b) The provider must submit Initial Background Screening Authorization and Release forms for Covered Individuals who move into the home where care is provided. These forms must be submitted within 10 working days of the individual moving into the home.
- c) The provider must submit Initial Background Screening Authorization and Release forms for Covered Individuals who stay for more than 2 weeks in the home where care is provided. These forms must be submitted within 10 working days of the first day the individuals stay in the home.
- d) The provider must submit Initial Background Screening Authorization and Release forms when children who live in the home where care is provided turn 12-years-old. These forms must be submitted within 10 working days of the child's 12th birthday.

3) Number of Children in Care

- a) When care is provided in the home of the provider:
 - i) Unless the children in care are all siblings who are related to the provider, there can be no more than 4 children in care and no more than 3 of those children in care can be less than 2-years-old. When determining the maximum number of children in care, the provider's related children who are less than 4-years-old and who are in the home when care is provided are counted as children in care.
 - ii) When the children in care are all siblings who are related to the provider, there is no limit to the number of children in care.
- b) When care is provided in the home of the child(ren) in care:
 - i) Unless the children in care are all siblings, there can be no more than 4 children in care and no more than 3 of those children in care can be less than 2-years-old. When determining the maximum number of children in care, the provider's related children who are less than 4-years-old and who are in the home when care is provided are counted as children in care.
 - ii) When the children in care are all siblings, there is no limit to the number of children in care.

4) Supervision

- a) The provider must be awake, physically on-site, and directly supervising children in care at all times. Directly supervising children in care means being aware of and responsible for the children and near enough to intervene when needed. This includes being inside the home when children in care are inside the home and being outside when children in care are outside. (The exception to this is that school age children in care can be outside when the provider is inside the home and can hear the school age children in care and is near enough to intervene when needed.)
- b) The provider must supervise sleeping infants by:
 - i) having the infants sleep in a location where they are within sight and hearing of the provider; or
 - ii) an in-person observation of the sleeping infants at least once every 15 minutes; or
 - iii) using an infant sleep monitoring device that detects and sounds an alarm when an infant stops breathing.

- c) When a wading pool is used by children in care, the provider must be at the pool supervising the children in care whenever there is water in the pool.
- d) When there is a swimming pool that is not emptied after each use on the premises, the provider must be at the pool supervising children in care whenever they are using the pool or have access to the pool.
- e) When there is a trampoline on the premises, the provider must be next to the trampoline supervising the children in care whenever the children in care are on the trampoline.

5) Child Safety and Injury Prevention

- a) The provider must take all reasonable measures to protect the safety of children in care and must not engage in or allow conduct that unreasonably endangers children in care or is adverse to the health, morals, welfare, and safety of children in care.
- b) The home, outdoor play area, toys, and equipment must be maintained in a safe manner to prevent injury to children in care.
- c) When there are firearms on the premises, the firearms cannot be loaded and must be in a cabinet, safe, or area that is locked with a key or combination lock, unless their use is in accordance with the Utah Concealed Weapons Act or as otherwise allowed by law.
- d) The following must be inaccessible to children in care:
 - i) open containers of alcohol;
 - ii) illegal substances;
 - iii) when in use, portable space heaters, fireplaces, and wood burning stoves;
 - iv) toxic substances;
 - v) poisonous plants; and
 - vi) open flames.
- e) When there is an outdoor area used by children in care:
 - i) The following must be inaccessible to the children in care:
 - (1) unanchored swings and large metal slides;
 - (2) raised decks or balconies and open stairwells 5 feet or higher without protective barriers or with protective barriers with gaps greater than 5 inches by 5 inches;
 - (3) pieces of asbestos;
 - (4) empty refrigerators and freezers;
 - (5) welding torches;
 - (6) motor vehicles on blocks;
 - (7) exposed live electrical wires;
 - (8) unattended running vehicles or farm equipment; and
 - (9) rebar or metal rods sticking up from the ground or out of walls.
 - ii) Stationary play equipment accessible to children in care cannot be over hard surfaces such as cement or asphalt.
 - iii) Equipment in the outdoor area must be used in a safe manner to prevent injury to children.
- f) When there is a swimming pool that is not emptied after each use on the premises, the provider must ensure that children in care are protected from unintended access to the pool.
- g) When there is a hot tub with water in it on the premises, the provider must ensure that children in care are protected from unintended access to the hot tub.
- h) While transporting children in care, the provider must:
 - i) never leave the children in care unattended in the vehicle;
 - ii) never leave keys in the ignition when he/she is out of the vehicle; and
 - iii) ensure that children in care are wearing appropriate individual safety restraints.
- i) There can be no animal that has a history of dangerous, attacking, or aggressive behavior accessible to children in care.
- j) The provider must ensure that infants sleep in equipment designed for sleep, such as a crib, bassinet, porta-crib, or playpen unless the provider has written instructions from the parent to have the infant sleep in other equipment. Equipment designed for sleep does not include mats, cots, bouncers, swings, or car seats.
- k) The provider must not place infants on their stomachs for sleeping, unless the provider has written instructions from a health care provider to place the infant on his/her stomach for sleeping to treat a medical condition.
- l) The provider must have a working telephone.

6) Child Health

- a) There must be a clean and sanitary environment for the children in care.
- b) There must be a flushing toilet and a working hand washing sink accessible to non-diapered children in care.
- c) The provider must ensure that children in care are not subjected to physical, emotional, or sexual abuse while in care.
- d) The provider must follow the reporting requirements for the witnessing or suspicion of abuse, neglect, and exploitation found in Section 62A-4a-403 and 62A of the Utah Code.
- e) The provider must not be intoxicated or impaired when transporting children in care.
- f) The provider must not use any of the following disciplinary measures:
 - i) any form of corporal punishment that produces pain or discomfort such as hitting, spanking, shaking, biting, pinching;
 - ii) restraining movement by binding, tying, or other form of restraint;
 - iii) shouting at children;
 - iv) any form of emotional abuse;

- v) forcing or withholding food, rest, or toileting; or
 - vi) confining a child in a closet, locked room, or other enclosure such as a box, cupboard, or cage.
- 7) Parents
- a) At all times children are in care, their parents must have access to all areas used for care.
 - b) The provider must obtain parental permission before:
 - i) taking children in care off-site;
 - ii) allowing children in care to leave the premises, such as to go to a neighbor's house or ride their bikes on the street.
- 8) Notifications
- a) In the case of a life threatening incident or injury or an incident or injury that poses a threat of the loss of vision, hearing, or a limb, the provider must contact emergency personnel immediately and before contacting the parent.
 - b) The provider must report any adverse reaction to a medication or any error in the administration of a medication to the parent immediately upon recognizing the error or reaction.
 - c) Within 24 hours of its occurrence, the provider must notify the Department of Health, Child Care Licensing staff of any fatality, hospitalization, emergency medical response, or injury that requires attention from a health care provider, except for emergency medical transport that was part of the child's medical treatment plan.
 - d) Within 48 hours of becoming aware of the conviction, the provider must notify the Department of Health, Child Care Licensing Staff of any felony or misdemeanor conviction of a Covered Individual.
 - e) Within 10 calendar days of the change, the provider must notify the Department of Health, Child Care Licensing staff of changes in any of the following:
 - i) his/her name
 - ii) his/her telephone number
 - iii) his/her child care schedule
 - iv) the number of children of DWS customers in care
 - v) the DWS customer(s) whose child(ren) are in care
 - f) By the last day of care at the present address, the provider must notify the Department of Health, Child Care Licensing staff of changes of location by submitting an application for an Initial DWS FFN Child Care Provider Approval for the new location.
- 9) Emergency Preparedness
- a) The provider must have current Red Cross, American Heart Association, or equivalent certification in First Aid.
 - b) The provider must have current Red Cross, American Heart Association, or equivalent certification in infant and child CPR from a course that included hands-on testing.
 - c) The provider must have an emergency and disaster plan that includes procedures for:
 - i) evacuation and relocation;
 - ii) shelter in the home; and
 - iii) family reunification.
- 10) Documentation
- a) The provider must keep the following records at the home where care is being provided and available for review by Department of Health, Child Care Licensing staff:
 - i) a 12 month record of the dates and times each child was in care;
 - ii) parent/guardian attestation statements of current immunization records for children in care; and
 - iii) current First Aid and CPR certifications.

Definitions

- 1) "Children in Care" are those children for which the provider receives direct or indirect compensation for their care.
- 2) "Covered Individual" means:
 - a) When care is being provided in the home of the provider: Everyone 12-years-old and older who lives (stays continuously for 2 weeks or longer) in the same home as the provider.
 - b) When care is being provided in the home of the child(ren) in care: Everyone 12-years-old and older who lives (stays continuously for 2 weeks or longer) in the same home as the child(ren) in care, except the parents or guardians, requesting DWS child care assistance and siblings less than 18-years-old.
- 3) "Emotional abuse" means behavior that could impair a child's emotional development, such as threatening, intimidating, humiliating, or demeaning a child, constant criticism, rejection, profane language, and inappropriate physical restraint.
- 4) "Health care provider" means a licensed professional with prescriptive authority, such as a physician, nurse practitioner, or physician's assistant.
- 5) "Inaccessible" means:
 - a) locked, such as in a locked room, cupboard, or drawer;
 - b) secured with a child safety device, such as a child safety cupboard lock or doorknob device;
 - c) behind a properly secured child safety gate;
 - d) located in a cupboard or on a shelf more than 36 inches above the floor; or
 - e) located in a bathroom cupboard or on a bathroom shelf more than 36 inches above a surface on which a child could stand such as a toilet, bathtub, or counter.
- 6) "Infant" means a child age birth through 11 months.
- 7) "Living in the same home" means the person:
 - a) daily shares a bathroom and/or kitchen with others in the home; and
 - b) does not have a signed rental/lease agreement with the person who owns the home; and
 - c) does not have a separate mailing address and mailbox from the rest of the home (A PO Box is not considered a separate mailing address); and
 - d) does not live in an area with a separate outside entrance and there is not an interior doorway (inside the home) between the living areas; and
 - e) could have unsupervised access to the children in care.
- 8) "Parent" means the parent or legal guardian of a child in care.
- 9) "Provider" means the person approved to provide child care.
- 10) "Related children" mean the children for whom the provider is the parent, legal guardian, step-parent, grandparent, step-grandparent, great-grandparent, sibling, step-sibling, aunt, step-aunt, great-aunt, uncle, step-uncle, or great-uncle.
- 11) "School age" means 6-years-old and older.
- 12) "Sexual abuse" means abuse as described in Utah Code, Section 76-5-404-1.
- 13) "Stationary play equipment" means equipment such as a climber, slide, swing, merry-go-round, or spring rocker, which is meant to stay in one location when in use.